

“A NEW DIRECTION IN CORRECTION”

March 30, 2010

DEKALB COUNTY COMMUNITY CORRECTIONS EXECUTIVE DIRECTOR POSITION

New Position

New Agency

New Program

Education/Experience - Bachelors Degree preferred, or equivalent Criminal Justice/Corrections/Administration Experience of at least three (3) years.

Resumes will be received through April 19, 2010

Please submit to Attention: Tim A. McAlhany, Chief Probation Officer
DeKalb County Probation Department
215 E. 9th St., St. 200
Auburn, IN 46706

Compensation Salary Range - \$48,000.00 - \$54,000.00

Paid vacation/PERF/Health Insurance all per DeKalb County Class I employees benefit package.

EXECUTIVE DIRECTOR ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal but not limited to and for the position:

- (1) Oversee the daily operations of the Program.
- (2) Supervise all agency staff and administrative assistant.
- (3) Provide ongoing evaluations of all program components and assist in the development and implementation of new programing or new services necessary to meet the needs of Adult and Juvenile offenders.
- (4) Maintain accurate and complete statistical and offender records.
- (5) Prepare monthly, quarterly and annual reports as directed by the Indiana Department of Corrections and DeKalb County.
- (6) Prepare a bi-annual grant application for submission to the Indiana Department of Corrections for funding Agency Budget.
- (7) Maintain accurate financial records and assist the DeKalb County Auditor in the management of grant funds and local program fees.
- (8) Serve as a liaison between the program and the Advisory Board by providing program reports to the Board at its quarterly meetings.
- (9) Report regularly to the DeKalb County Commissioners and Council members as to the financial condition of all funding sources and program needs.
- (10) Become certified and maintain certification to instruct and plan various offender

related skill training curriculum as suggested by the Indiana Department of Corrections.

(11) Regularly instruct offender related skill training curriculum as suggested by the Indiana Department of Corrections.

(12) Become certified and conduct Level of Service Inventory assessments with potential program participants.

(13) Organize staff training and regular staff meeting.

(14) Pursue the collection of regular and delinquent program fees as necessary.

(15) Obtain and maintain skills necessary to carry out duties as required.

(16) Work a minimum of 35 hours per week Monday through Friday and be available to programs needs 24/7.

(17) Work to develop a good working relationship with all elements of the Criminal Justice systems in DeKalb County, as well as, the State of Indiana.

(18) Supervise and train all staff concerning the assigned job duties, as well as, ensuring ethical and moral behavior.

(19) Communicate regularly with DeKalb County Judges, Community Corrections Advisory Board, Commissioners, Council, Prosecutor, Public Defender, Sheriff and Chief Probation Officer.

EXPERIENCE:

(1) Bachelors Degree or equivalent work experience at the discretion of the Advisory Board.

(2) Minimum of three (3) years experience in corrections related field both practical applications and administrative experiences.

(3) Shall be at least 21 years of age.

(4) Shall have no previous criminal record.

(5) Shall have a valid operator's license with dependable transportation and insurance.

(6) Provide both character and job related references.

Must definitely be dedicated and willing to work long and productive hours to ensure the successful implementation and development of a new organization which must be efficient from the opening of its doors. The Advisory Board is hopeful to have a candidate hired by May 31, 2010. This will enable the program to be implemented and functioning by July, 2010.

Best Wishes, Good Luck

DeKalb County Community Corrections Advisory
Board

An Equal Opportunity Employer